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| **Committee Meeting**: | | Ducklington Sports Club (DSC) - Venue - The Pavilion | |
| **Meeting Date:** | | Thursday 12th September 2013 | |
| **Present :** | | Alan Stanley (Membership Sec/Youth Football Sec); Edward Todd (Welfare officer); Emma Castle (Treasurer); Peter Castle; Gillian Caton; Matthew Wondrak; Steve Townsend (Chair) | |
| **Apologies :** | | John Burke (Sec), Scott Newcombe (Trustee); John Smyth (Men’s Football Sec) | |
| **Circulation** | | All above, plus.  ***General Committee Members*** -  ***Adult Football*** -  ***Youth Football*** –Gavin Tang, Matthew Francis, Darryll Simpson, DanThomas, Ian Luckett & Martyn McHardy  ***DPC*** – Secretary | |
|  |  | | Action |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15.  16.  17.  18.  19.  20.  21.  22.  23.  24.  25.  26.  27.  28. | Agenda  The normal agenda followed.  Minutes of Last Meeting  The August meeting minutes were distributed prior to this meeting. The final version as per the Club website was agreed as a faithful record of events.  Chairman’s Report  Pitches are now marked out apart from 9v9 penalty boxes to complete. Mix blue/white paint to be purchased and used on pitches instead of weed killer which would make ruts in the middle of pitches. Steve Townsend to order this and should be applied monthly as a task and normal white lines to applied weekly or when required.  The club has a Christening coming up along with the Showman’s football match and Ambulance party which is bringing in revenue.  Secretary’s Report  Information passed on from John Burke regards the newsletter and website asking managers to forward details about their clubs and sponsors.  Treasurer’s Report  Emma was voted in unanimously by committee who were in attendance, proposed by Steve Townsend and seconded by Pete Castle. 2013 accounts have been completed, this is the first time in 3 years they are early (146 days). This was shown on graph. Auditor (Jo Painting) needs to be paid. Mandate has gone through so Emma can now sign cheques. Emma has said she is going to get the accounts on line so she can complete at home. Accounts showing £6.5k funds and £6k in the restricted account to which 4k is going out for kits. Bar profit is at £1.6k, however, there is a Bookers invoice to pay. £950 was the figure for the football U13 & 15 event which includes bar profit. Club has received £4014 in sponsorship funds which is a great effort.  Membership Secretary’s Report  Fees are coming in and would like them to come through in full for each team as much as possible. Fees are to be paid by 30th September. Alan has received some more cricket fees through and names of who hasn’t paid will also be forwarded.  Youth Football  Good tournament U13/15. Problem with U13 kit, wrong numbers, badges in wrong place and arm length wrong on one. Invoice not to be paid until complete. Good first weekend of football with all teams winning or drawing. U10-15 can now text result and need to register asap to get this started.  Men’s Football  Thanks for new kit all received now. 2/3 of the signing on fees now received. Matt has asked to be shown how to complete lines.  Cricket  Last Saturday of cricket however could win the league away to Marcham and if win go above Chippy.End of season do to be organised. Few left to pay fees. Next season should have a signing on day like men’s football. EC to forward outstanding names to ST  Communications  John Smyth to send in DSC paragraph to village newsletter  Buildings  Tiling toilets to be done as per request from Parish council. Parish council have requested a joint meeting to discuss building, DD is to agree date. Fire equipment has had annual service  **Actions;**  Merchandise – 3 styles of shirt for managers, bar staff and members, 2 were chosen as viable options and will be added to the web site order form. Kit bags also added to the list, these were shown by EC.  Flag required for flag pole, EC ordering. EC asked if required planning permission for flag pole and ST stated no.  Thermometer required for the legionella testing. Shower head cleaning also required to be shown to cleaners. The registering of this will be logged in the diary  Need to go through bar pricing and check mark up is right on each product this is to be completed by ST/EC and Jake Hobday to offer advice.  Notice board suggested with details and roles of committee members and what events are taking place. This board will also have all sponsors on it which frames will be purchased x 10 as special rate. Board will be erected by Ray. MW to purchase boards.  Price for cushions for the changing room and bench seats by double doors  EC to e-mail fees sheet which then needs to be handed in to EC  3 quotes to be obtained for the tiling that is required in the ladies toilets  First aid for 1st team, this needs to be clarified as not clear in meeting what requirements were, ST and GC to write to OFA about this.  Parish council were not happy with tree removal and letter has been sent from them to Secretary. Letter to be read and understood and replied to. New tree has been planted with bench in place and litter bin also.  Card machine behind the bar to be looked into, this would help with both bar tabs and also fee payments  A lot of interest has been shown for U9 teams. New manager (Gary webb) going to run this. This will be starting on Sunday 29th September at 10:00am. Adverts have gone out in School newsletter and also on Facebook.  There is no Girls football currently and ATP slot will not be filled as EC cannot make this time and nor can many of the girls.  Proposed that managers have a lessened fee at the manager meeting recently. A 25% reduction rate was proposed by PC and MW seconded it. AS, EC, ET & ST voted in favour with GC abstaining. AS to send out e-mail informing managers.  A few more teams required for the quiz night which was taking place on 20th September. Suggested ET and others may want to attend. ET could not as away.  Men’s football agreed to hold a couple of fund raiser events to save their fee going up, can we have details of this and should not include bar takings.  **Meeting closed 9.32pm**  Date of Next Meeting  The next meeting will be on 10th October at 7.30pm in Clubhouse. | | ST – 3  EC – 9  EC – 13  EC – 14  ST – 15  EC & ST – 16  MW – 17  EC – 18  EC – 19  ST – 20  ST & GC – 21  JB – 22  ST – 23  AS – 26 |

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| 1 | Info for monthly Newsletter to be sent in | John Smyth | 08/08/13 |
| 2 | All managers, assistants and helpers to be sent through disclosure CRB forms as dates showing are outside the 3 year best practice. Mentioned that all committee members should have CRB. | Eddie Todd | 08/08/13 |
| 3 | Keys for club to be passed to Jonnie Austin | Steve Townsend | 08/08/13 |
| 4 | Letter of thanks to 1st team sponsors | Dave Duthie | 08/08/13 |
| 5 | EC volunteered to create a flag from the Club logo at a suitable size, of approximately 1200mm by 600mm | Emma Castle | 08/08/13 |
| 6 | ST stated the electronics in the bar for the serving hatch not completed yet, does this need to be in place for flower show | Steve Townsend | 08/08/13 |
| 7 | ST reiterated that the PC had agreed to fix the lights from the car park down to the Pavilion – On going | Steve Townsend | 08/08/13 |
| 8 | Games machines to be looked at as do not get used and block door way. ST going to see if they can be swapped for fruit machine but would need licence. | Steve Townsend | 08/08/13 |
| 9 | Cleaning, action point for ST to complete job description with the legionella information, this information to be sent through to ST from ET – Diary to be used to record temperatures. | Gill Caton | 08/08/13 |
| 10 | AS asked for an invoice for his sponsors, headed letter to be sent out to them showing break down of purchase as if not done could jeopardise sponsorship | Steve Townsend | 08/08/13 |
| 11 | Six a side – after Christmas discussion | All | 08/08/13 |
| 12 | New respect barriers required | Gill Caton | 08/08/13 |
| 13 | Men’s football 25% reduction to be sent out | Alan Stanley | 12/09/13 |
| 14 | Card machine – is this viable? | Steve Townsend | 12/09/13 |
| 15 | Letter to be sent to PC regards tree/bench/bin removal | John Burke | 12/09/13 |